

Pyrenees Shire Council Event Sponsorship Program

Pyrenees Shire Council's Economic Development and Tourism Department manages a sponsorship fund through which local event and festival organisers can apply to the Council for a grant to help support their event.

Event organisers can apply to the Council at any time of the year for one of these grants.

The terms and conditions regarding event sponsorship are outlined below and an application form is contained on the next few pages.

If you have any questions about how to complete this application please contact our Events Officer on (03) 5349 1148.

Event sponsorship terms and conditions

If your group or organising committee is successful in obtaining Pyrenees Shire Council event sponsorship, these terms and conditions will form part of your agreement with Council.

1. Legislative compliance

Successful grant applicants will be required to comply with all regulations and laws that exist in the State of Victoria regarding holding an event, including permits, licences and other permissions and approvals as outlined to you by the Council's Events Officer.

2. Council recognition

Pyrenees Shire Council will be recognised as a sponsor of the funded event by way of:

- a. Recognition as a sponsor in all printed materials;
- b. Display of Pyrenees Shire Council banners and/or signs at the event;
- c. The use of the Pyrenees Shire Council logo in all printed material and on electronic mediums;
- d. The opportunity for the Mayor (and/or Councillors should the Mayor not be available) to take part in official duties if appropriate.
- e. An invitation to the event is extended to the Pyrenees Shire Council Mayor and Councillors.

3. Council reporting

Pyrenees Shire Council sponsorship of more than \$1000 requires a post-event report to Council detailing the following, where applicable:

- a. The impact on accommodation bookings both locally and if applicable regionally,
- b. Number of people attending the event,
- c. The percentage of people who were visitors to the region,
- d. Which community organisations gained benefits from the event and what benefits these were,
- e. Any other comments regarding economic and community benefits generated by the event.

Organisation Details

Name of Organisation						
Name of Contact Person						
Preferred Contact Method	Email	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Post	<input type="checkbox"/>
	Email					
	Telephone					
	Postal Address					

Are you a Community Asset Committee of Pyrenees Shire Council?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
What is your Organisation's GST status (tick one box only)	No ABN and not registered for GST			<input type="checkbox"/>
	ABN but not registered for GST			<input type="checkbox"/>
	ABN and registered for GST			<input type="checkbox"/>
	Currently applying for ABN/GST registration			<input type="checkbox"/>

Event Details

Event Name:					
Event Location:					
Event Date:					
Has the event/organiser received any previous assistance from Council?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<i>If yes, when?</i>
Estimated number of people who will attend from outside the Pyrenees Shire: (or approximate percentage of total numbers)					
Estimated number of people who will attend from within the Pyrenees Shire: (or approximate percentage of total numbers)					
How will you market and promote your event?					
What economic gain is your event expected to bring to the local area and by what means (how)?					
Will you collaborate with local businesses and community groups, how will you do this?					
What other benefits will the event create for the community?					
Will your event engage local young people and if so, how?					

Financial Details/Event Budget

Please provide details of the estimated income and expenditure for your event (excluding GST) noting that total income should equal total expenditure

Income	
Source	Total \$
Amount requested from Council	
Event organiser/group funding	
Business / philanthropic contributions	
Other government contributions	
Fees / admission charges	
Food and drinks	
Raffles	
Other (please specify)	
Total income	

Expenditure	
Source	Total \$
Administration	
Advertising	
Printing / marketing material	
Hire fees	
Entertainment	
Food and drinks	
Prizes / Donations	
Permit fees	
Other (please specify)	
Total expenditure	

Profit	
Total income	

Authorisation

This section should be signed by two members of your executive committee or group

I declare that the information supplied on this form is to the best of my knowledge, accurate and complete.

Name #1	
Position	
Address	
Phone	

Mobile	
Signature	
Date	

Name #2	
Position	
Address	
Phone	
Mobile	
Signature	
Date	

Indemnity Statement

The sponsorship recipient agrees to hereby indemnify Pyrenees Shire Council against any claim for damages or loss in respect of any injury or damage whatsoever and shall effect an appropriate Public Risk Insurance Policy in respect of the event and if so required produce evidence of such insurance to Council. *Event organisers must ensure their event meets the safety requirements set out by the Victorian Government in the COVIDSafe Public Events Framework.*

Signature #1	
Date	

Signature #2	
Date	

Please return your completed form to:

Pyrenees Shire Council
5 Lawrence Street
BEAUFORT VIC 3373
E. pyrenees@pyrenees.vic.gov.au
F. (03) 5349 2068

Office Use Only

Event Number: _____ Date Lodged: / /

RecFind Number: _____

The Pyrenees Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of processing an Event Sponsorship application. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 03 5349 1100 during business hours.